

Step #6D: Writing Note cards

Materials Needed:

- ✓ Index cards
- ✓ Pen
- ✓ Rubber band and/or plastic sandwich bag
- ✓ Various sources

Instructions for making Note Cards:

1. Do all note cards in ink to prevent info from rubbing off.
2. Stack your index cards near you while you're conducting research.
3. Number each index card with the appropriate source number in the upper right hand corner. The source number is the order of the source as you find it, so your first source is 1; your second source is 2 and so on.
4. Start with one index card and write the main topic of the note in the upper left hand corner of the notecard. Keep it simple, and relate it to the research questions, if possible.
5. Take down the notes from the website in the middle of the index card. They can be bullet points, a summary, or a paraphrase of the website's information. If you take a direct quote, be sure to copy it *exactly as it appears originally* and surround the quote with appropriate punctuation.
6. If your source is a book, copy the page number on the lower right corner of your notecard so you know where to find the information again if needed.

[Descriptive title/ main topic of the note here]	
	Source #
Begin note here:	
Page # (if book)	

Remember that you can/should vary your note taking. The 3 types of notes are:

- 1 **Summary:**
Taking an extensive amount of information from a source and condensing it to a few sentences focusing on the main idea, restated in your own words.
- 2 **Paraphrase:**
Pulling information from a source, keeping it about the same length, but putting it into your own words.
- 3 **Quotation:**
Pulling information from a source and reproducing it word-for-word in your paper (requires quotation marks " " and the author's name.)